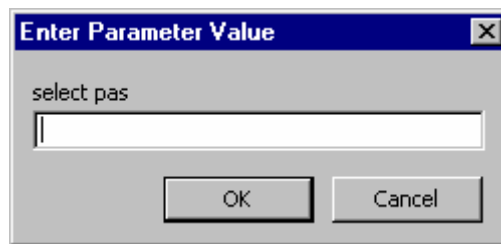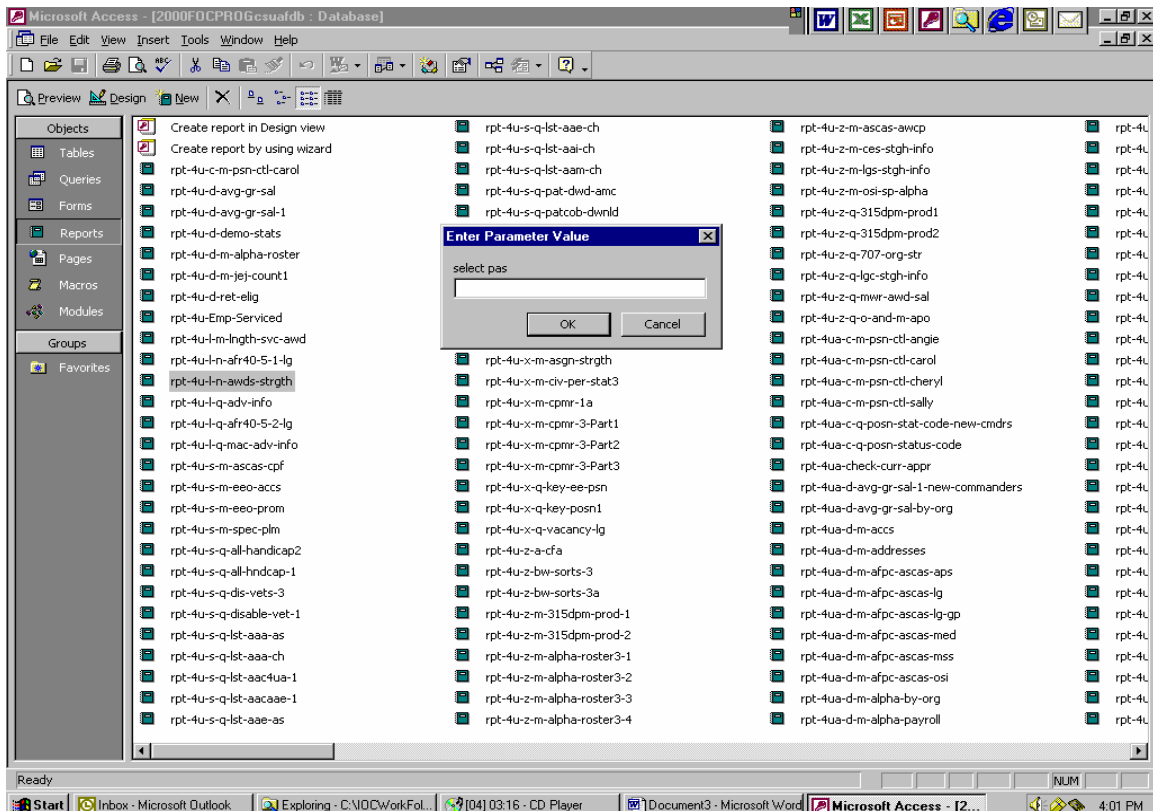# TIPS AND TRICKS FOR THE ACCESS MODEL
(2000FOCPROGcsuafdb.mdb)

Each of the original Charleston AFB and McChord AFB reports in the Access model has been generalized so that each base can access the reports and make modifications if necessary. You may go into the design view of each report to modify the query that is the source of the report by following the instructions below.
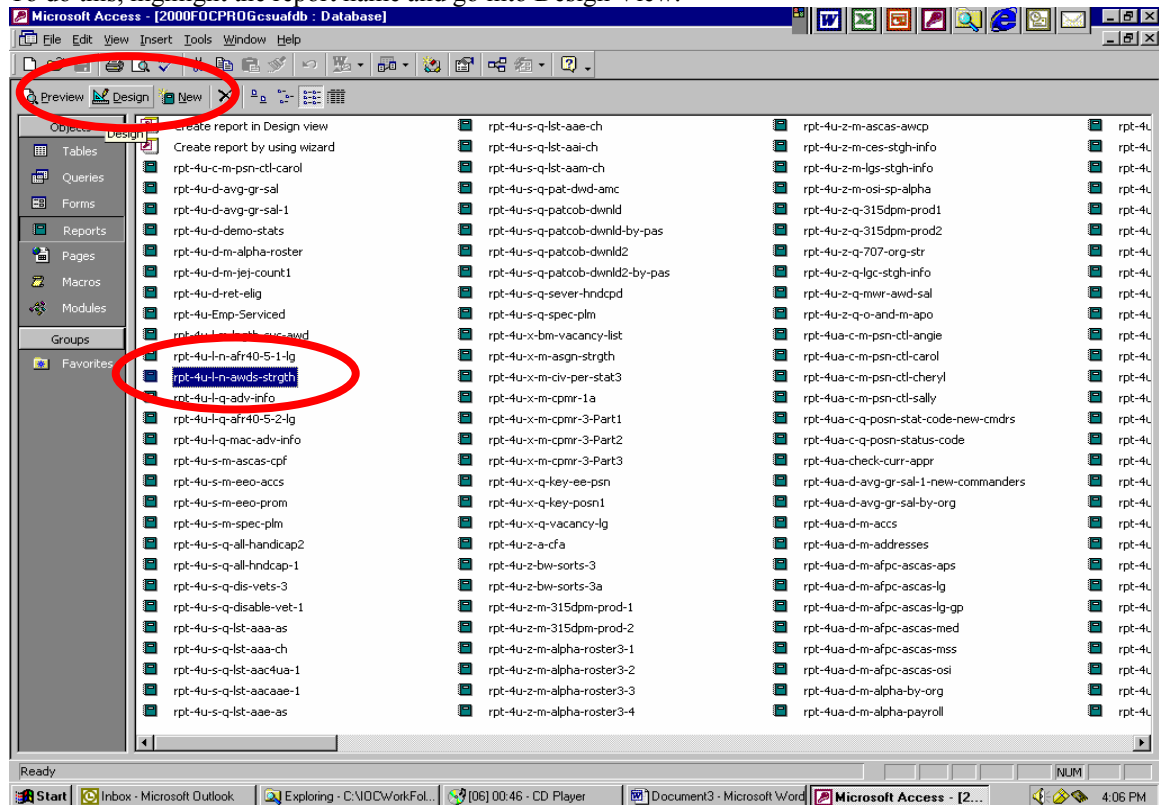
When viewing a report, you may receive a prompt to enter a parameter value (see the example below.) Examples of prompts you may receive when viewing a report include the following: Select PAS, Enter the two character command code, Enter the PAS last four, etc. When you receive this kind of prompt, it is recommended that you go into the design view of the report and enter the PAS, PAS Last 4, or Command Code in the query that the report is using. This way, you will not have to enter the values each time you open the report. Also, you may need for the report to include multiple PAS Codes, etc. You will need to enter these in the criteria of the queries in order to report on multiple values.
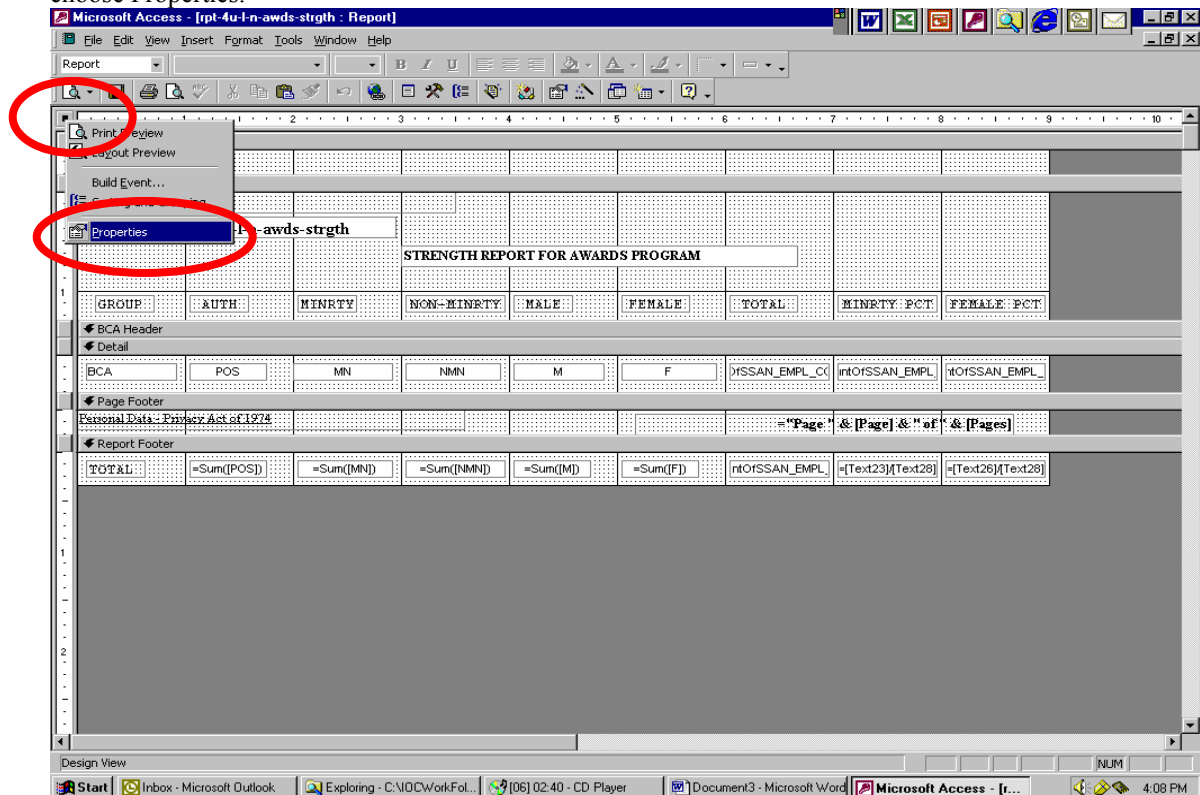

For example, when opening the report named rpt-4u-l-n-awds-strgth, you will get the "Select Pas" prompt. If you do not want to be prompted for the PAS each time you open the report or if you need to input multiple PAS values for the report, you will need to go into the query that is the source of the report and hardcode the values.
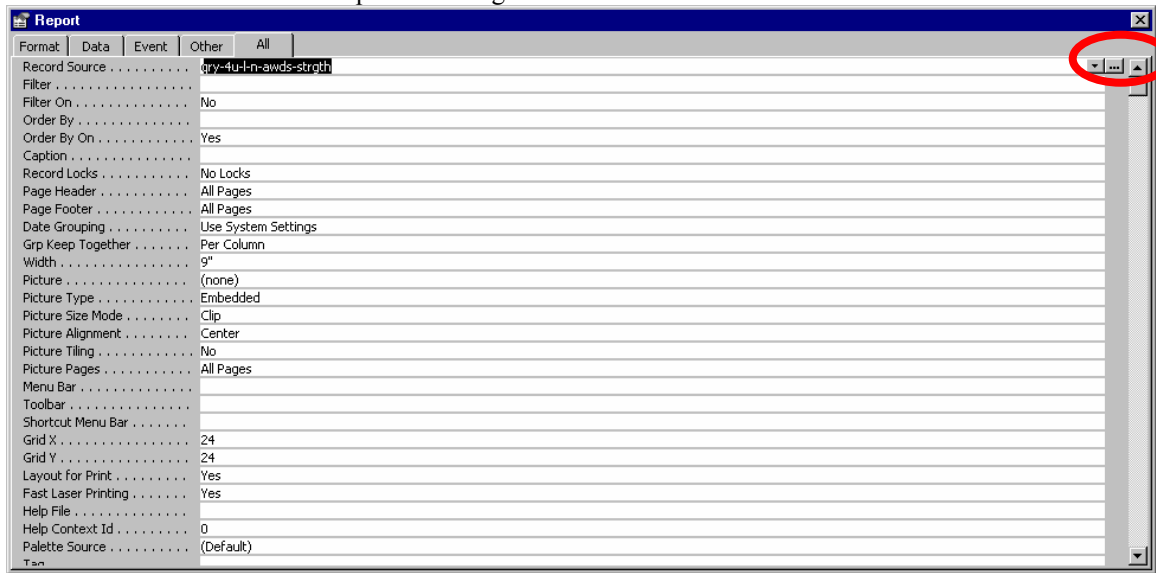
To do this, highlight the report name and go into Design View.
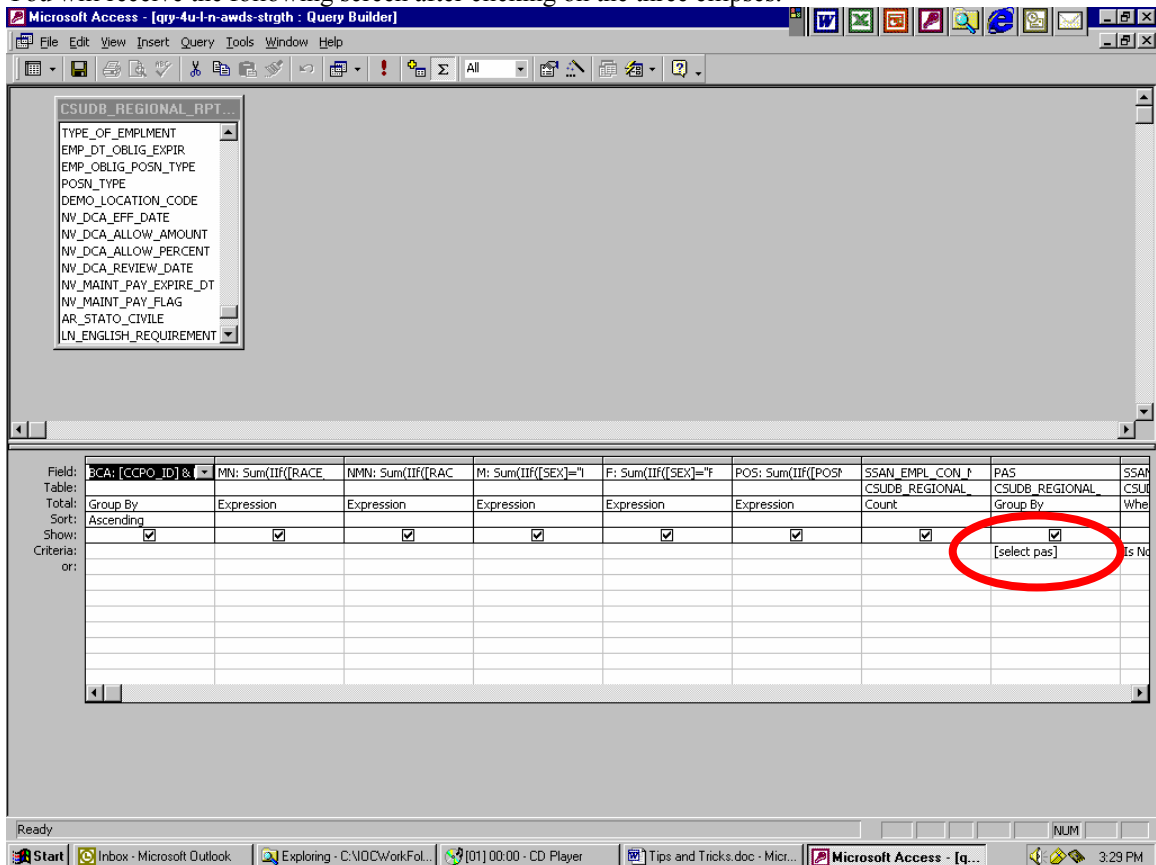

In Design View, you will need right click on the black square in the upper left hand corner of the report and choose Properties.

After clicking on Properties, you will receive a Properties box on your screen (as shown below.) Go to the **All** tab and click on the three ellipses to the right of the **Record Source** row.
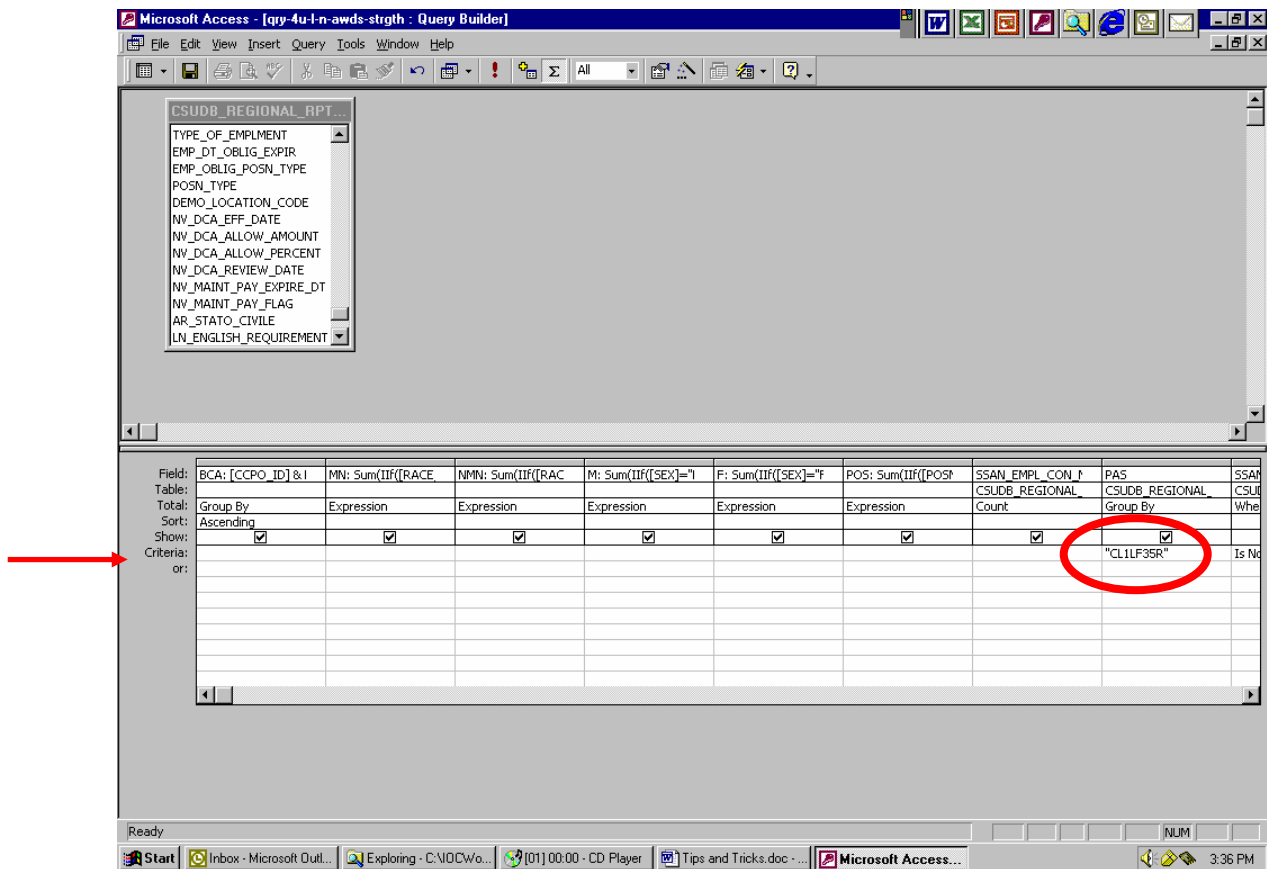

You will receive the following screen after clicking on the three ellipses.

This is the design view of the query that the report is using. You can add criteria within the query. In this query, you can see the "Select Pas" prompt that has been added in the PAS column. (The **[select pas]** in the criteria row lets you know that a prompt has been added to the corresponding column.)

In order to add the PAS in the query, click in the criteria row and type the PAS that you would like for the report to display information on. In this example, **"CL1LF35R"** was added to the criteria row in the PAS column. The report will now only display data for this PAS.

If you would like to report on multiple PAS Codes, you may enter the following in the criteria row in the appropriate column: **InList('xxxxxxxx','xxxxxxxx,'xxxxxxxx')** where xxxxxxxx refers to the different PAS Codes. You may enter as many PAS Codes as needed.

For example, one could change the query so that the report shows information on 4 different PAS Codes: **In List ('CL1LF35R','T50MFWH1','CL1LFDH4','CL1LFCQ5')** should be typed into the **Criteria** row to display these PAS Codes.

Other helpful criteria include:
Not InList( ) - to select everything but a certain PAS Code
Like "*xxxx" where xxxx refers to the last four of the PAS Code – to select the PAS Last 4

After changing or adding any criteria that you need, save your changes and close the query. You will be returned to the original report that you were modifying.

(*You may also go the queries tab and highlight a query name to make modifications if you are more comfortable with this method.)

Note: When opening a report, you may receive the message "No Data to Fetch." This means that the report may be too unique (the select criteria is specific to another base.) You will need to follow the instructions above to modify the query that is the source of the report to change the report for your base's data.

HELPFUL TIPS ON HOW TO CREATE VARIABLES IN ACCESS QUERIES

1. HOW TO ESTABLISH AGE REGISTERS IN A QUERY

Include "age1" in the query select items with the following expression:

age1: Left((DateDiff('d',[dob],Now())/365),2)

If you are looking for a specific age, you can add to the criteria of age1.

Samples of registers for older than, younger than or between ages:

AGEOVER40: Sum(IIf((DateDiff('d',[dob],Now())/365)>=40,1,0))

AGEUNDER40: Sum(IIf((DateDiff('d',[dob],Now())/365)<40,1,0))

Reg1: IIf([age1]<"30",1,0)

Reg2: IIf([age1] Between "30" And "39",1,0)

Reg3: IIf([age1] Between "40" And "49",1,0)

Reg5: IIf([age1]>"59",1,0)

2. HOW TO ESTABLISH YEARS OF SERVICE REGISTERS IN A QUERY

Include "year" in the the query select items with the following expression

year: (DateDiff('yyyy',[scd_civ],Now()))

If looking for a specific year of service, you can add to the criteria of year.

Sample registers to group by years of service:

Reg1: IIf([year]<5,1,0)

Reg2: IIf([year] Between 5 And 9,1,0)

Reg3: IIf([year] Between 10 And 19,1,0)

Reg6: IIf([year]>39,1,0)

3. HOW TO CREATE LAST 4 OF THE PAS DATA ITEM FOR FURTHER REGISTERS/SELECT STATEMENTS

L4PAS: Right([PAS],4)

4. HOW TO ESTABLISH GROUP CATEGORIES/DATA DESCRIPTORS BASED ON A COMBINATION OF VALUES

Expr1: IIf([age1]<30,"UNDER 30",IIf([age1] Between 30 And 45,"AGE 30-45"," OVER 45"))

5. HOW TO BUILD A REGISTER USING LEFT/RIGHT OPTIONS

REG4: IIf(Left([CURR_PAY_PLAN],1) Like "G",1,0)

6. EXPRESSION TO TRANSLATE PAS IN A QUERY.........PAS MUST BE IN QUERY also (join PAS to PAS code IN TABLE: 3ACLTB00)

trltPas: ([3ACLTB00]![PasOrgNum] & " " & [3ACLTB00]![PAS_Org_Kind] & " " & [3ACLTB00]![PAS_Org_Type])

7. HOW TO COMBINE PP-OCCSERIES-GR IN A REPORT

=[CURR_PAY_PLAN] & "-" & [OCUPTNL_SRS] & "-" & [POSN_GR_CIV]

8. HOW TO ADD/SUBTRACT FROM CURRENT DATE BY DAYS

(DateAdd("d",-60,Date()))

9. SENTENCE FOR MULTIPLE CRITERIA TO ESTABLISH MULTIPLE VALUES

PP: IIf([CURR_PAY_PLAN] In ("GS","GM","NM","NX"),"GS",IIf([CURR_PAY_PLAN] In ("WG","MG","MX"),"WG",IIf([CURR_PAY_PLAN] In ("WL","WN","WS","ML","MS","SX"),"WL", IIf([CURR_PAY_PLAN] In ("WB","WT","X*"),"OBC"," "))))

10. HOW TO DO DATE COMPARISONS (remember to add ="1" in the select criteria)

CON: IIf([DT_CONV_CAR_DUE]>(DateAdd('yyyy',3,[DT_CONV_CAR_BEG])),"1",0)

11. HOW TO MASK FOR ONLY 18 CHARACTERS OF THE LAST NAME (BBD).....or any data item!

NAME: IIf([NAME_PERS] Is Not Null,Left([NAME_PERS],18))